

United States District and Bankruptcy Courts
Western District of Missouri

Case Management/Electronic Case Files
Attorney/Participant Registration Form
LIVE SYSTEM

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to receive electronic notice of documents filed in CM/ECF. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Attorney Bar #: _____ State: _____

Firm Name: _____

Firm Address: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Please specify which court you are registering in (or both):

_____ District _____ Bankruptcy

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U.S. Courts for the Western District of Missouri. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer (486 minimum) running a standard platform such as Windows, Windows 95, or Macintosh, an Internet provider using Point to Point Protocol (PPP), Netscape version 4.5 - 4.7, and Adobe Acrobat Writer version 3.0 or Adobe Acrobat 4.0 software to convert documents from a word processor format to a portable document format (PDF).
3. Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper (except list, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be

signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.

4. I hereby authorize the Court to make charge upon the credit card I have provided for any applicable fees required in conjunction with civil and criminal filings I make in the district court. (Not bankruptcy filings which are paid via the Internet Credit Card Program). I understand that it is my responsibility to provide the court with any changes to my credit card information and failure to do so may result in temporary loss of my login to the System.
5. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents. The attorney/participant agrees that the CM/ECF-generated notice of electronic service will constitute service of the electronic filing on behalf of the client.
6. The undersigned attorney agrees to abide by the most recent General Orders, Administrative Procedures for Electronic Case Filing Manual and all technical and procedural requirements set forth therein.

Please return to: U.S. Bankruptcy Court
Western District of Missouri
Attn: Roberta Kostrow, Operations Manager
400 East 9th Street, Room 1510
Kansas City, MO 64106

If for District Only please return to:

U.S. District Court
1400 U.S. Courthouse
222 John Q. Hammons Parkway
Springfield, MO 65806

U.S. District Court
Charles Whittaker Courthouse
400 E. 9th Street
Kansas City, MO 64106

U.S. District Court
131 W. High Street
Jefferson City, MO 65101

Applicant Signature

Initial of First and Last Name/Last 4 Digits of SS#

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary

My Commission expires _____